

Message

**From:** This Week @ EPA [epanews@epa.gov]  
**Sent:** 11/20/2017 4:14:51 PM  
**To:** This Week @ EPA [epanews@epa.gov]  
**Subject:** This Week @ EPA - November 20, 2017



November 20, 2017

Banner photograph taken by James Blodgett, Office of Enforcement and Compliance Assurance, in the

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## Senior Leadership Message

Colleagues,

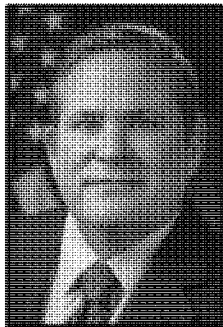
Since my [July message in This Week @ EPA](#), we have launched the effort to establish the **EPA Lean Management System (ELMS)** involves:

- Measuring what matters and setting targets;
- Visually tracking performance against targets and identifying gaps between our targets and actual performance;
- Using countermeasures to close the gaps when we're not meeting targets.

Measurement is essential to understanding how well we are carrying out our mission. On Oct. 4, Administrator Pruitt released [EPA's Strategic Plan and strategic measures](#). In addition to proposing aggressive targets for the strategic measures in the Draft Strategic Plan, we are developing **mission measures** to reflect what our customers value and what the American taxpayers expect. We will track our progress on these measures and resolve problems preventing us from meeting our targets.

I am assembling a team to deploy ELMS. The first two members of the team are Serena McIlwain, who is serving as EPA's Performance Officer, and Kevin DeBell, who is my Special Assistant. I am also establishing an Office of Continuous Improvement to support this effort.

To keep you informed of our work, we have developed an [ELMS Intranet site](#). I encourage you to check out the site now and refer to it as a central point of information on ELMS. We plan to continually improve the site, and you can assist us by using the site's feedback mechanism.



The success of ELMS depends on each of us. Together, we will solve the challenges we face, promote accountability, and sustain the process improvements we make. I look forward to working more closely with all of you to deliver on our important mission.

Read the [full version of this message](#).

Henry Darwin  
Assistant Deputy Administrator and Chief of Operations

## Hot Topics

2017 Annual Ethics Training now available



All EPA employees have a duty to understand our ethical obligations. This year's course -- "Follow the Money - Gifts and Travel" - considers considerations related to you guessed it: gifts and travel! You'll get a brief overview of your federal ethics requirements and then discuss the pros and cons of giving and receiving gifts, including the gift of travel.

While all employees are encouraged to complete the annual ethics training, employees who file financial disclosure reports (the OGE 278e) are **required** to take it. Why should they have all the fun, though? Ethics is for everyone!

Take your [2017 Annual Ethics Training](#) today. [The deadline for completion is Dec. 31, 2017.](#)

**CFC Giving Tuesday is Nov. 28**



Be a part of a federal employee giving wave on Nov. 28 - Giving Tuesday. Each year since 2012, Giving Tuesday has been celebrated as a global day of giving fueled by social media. This annual day, dedicated to making a difference in the lives of others, is a charitable giving season. During this time for giving thanks, #GivingTuesday is an opportunity to help those who are less fortunate.

How to get involved:

- Give online at [www.opm.gov/showsamelovecfc](http://www.opm.gov/showsamelovecfc). For more information about the CFC, reasons for donating, and how to do so, visit the [CFC intranet page](#).
- Join the giving movement by following along with #GivingTuesday on social media.
- Plan and take part in unique ways at various EPA CFC events next week to show thanks and celebrate this opportunity to give.
- Generate engagement through seasonal activities like a pie-baking contest, or host a Thanksgiving-themed potluck.

Let's show the country the generosity of federal employees by making #GivingTuesday the biggest one-day pledge total during the season.

### Montreal Protocol 30th anniversary

This year marks the 30th anniversary of the *Montreal Protocol on Substances that Deplete the Ozone Layer*, an international agreement focused on healing the ozone layer and protecting the planet from harmful ultraviolet radiation. All 197 ratifiers of the treaty (196 states and the European Union) have cooperated to substantially reduce the use of over 100 harmful ozone-depleting substances, including refrigerants and aerosol propellants known as chlorofluorocarbons (CFCs) and hydrochlorofluorocarbons (HCFCs).

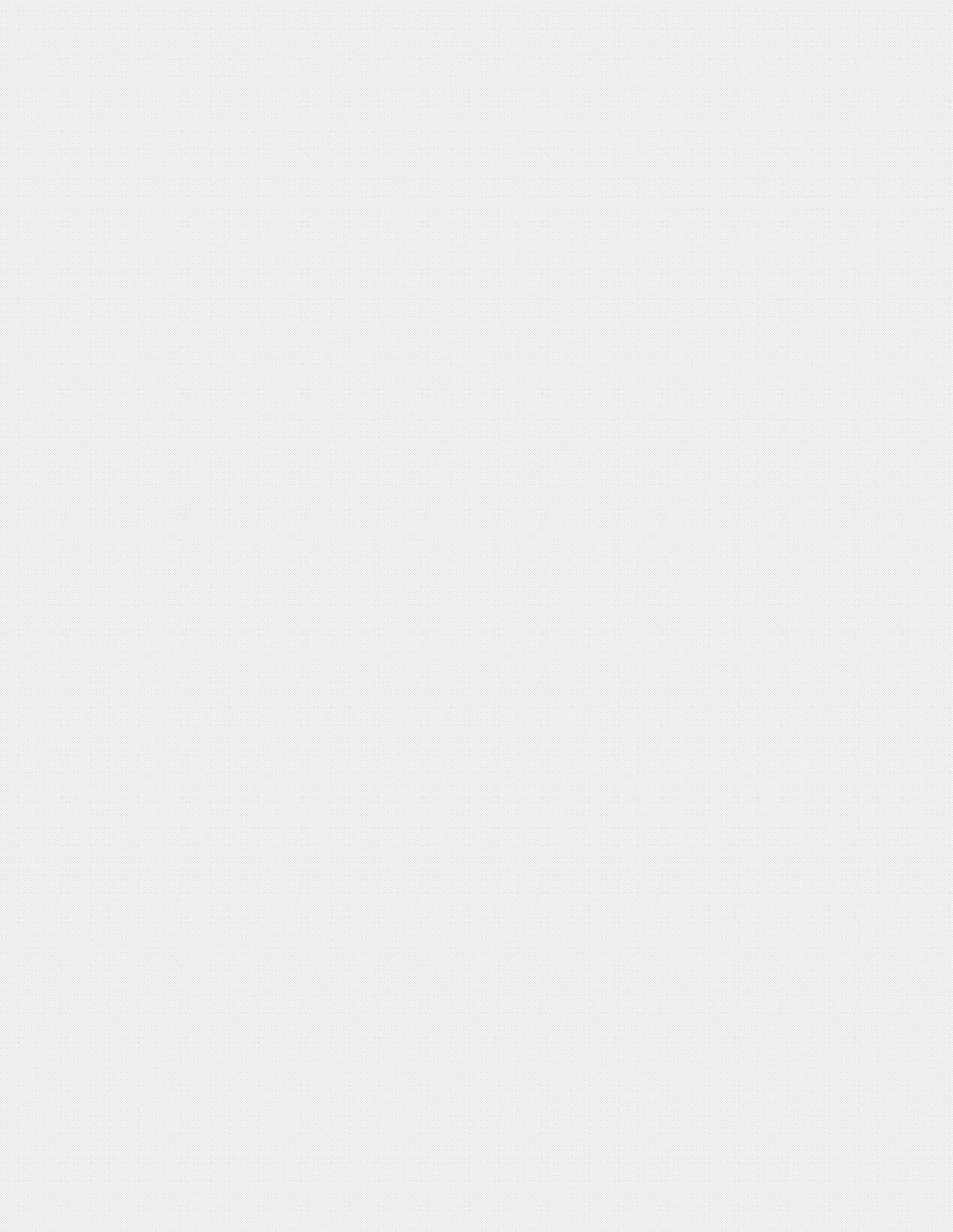


The United States has achieved - and exceeded - its Montreal Protocol targets through a "worst-first" approach, which focuses first on substances that have the highest ozone depletion potentials. Together, EPA and other government agencies, industries, trade associations, and environmental groups have worked to meet phase-out targets, develop transition plans away from ozone-depleting substances, and identify acceptable alternatives.

This week, representatives from around the world meet in Montreal to continue working on the Montreal Protocol and celebrate 30 years of achievements. As a partner, the United States alone will avoid more than 280 million cases of skin cancer and over 1.5 million skin pre-cancers by phasing out all ozone-depleting substances by 2030. Montreal Protocol participants expect the ozone layer to recover by mid-century.

### Story map highlights EPA's response to Hurricane Maria

EPA continues to help Puerto Rico and the U.S. Virgin Islands recover from damage caused by Hurricane Maria. EPA's response



communities of the many health and environmental hazards they face after a hurricane, sampling drinking water and wastewater systems at Superfund sites.

EPA's response to Hurricane Maria is highlighted in a [story map](#), which brings the agency's response to life through maps and text information on several components of the response effort, including:

- Coordination of EPA's response, which is managed by Region 2, through the Regional Emergency Operations Center;
- Community outreach;
- Assessment of facilities permitted under five different federal programs;
- Sampling of drinking water and wastewater systems; and
- Debris management.

Many thanks to the following team members who helped to develop the story map:

- Grace Smith (Region 2) - Chief, Information Management Section
- Chris Jimenez (Region 2) - Deputy Regional Incident Coordinator for Puerto Rico Operations
- Gary Lipson (Region 1) - Assistant Deputy Regional Incident Coordinator for Puerto Rico Operations
- Carsen Mata and Sophia Rini (Region 2) - Assistant Public Information Officers
- Rusty Harris Bishop (Region 9) - Public Information Officer
- Michael Hoppe (Region 2), Joe Schaefer (Region 2), and Michael Cofsky (Region 1) - Regional Emergency Operations Center

### **New advisory group to ensure BAP projects support agency strategies**

EPA recently established a new executive advisory group (EAG) to help lead and manage the migration of Lotus Notes web forms as well as the development of new forms using the new Business Automation Platform (BAP). Known as the BAP EAG, the group will work to ensure BAP projects align with the priorities and needs of region and program offices throughout the agency.

The group will work to:

1. Review agency business processes undergoing or needing automation;
2. Collaborate to ensure BAP application development is a good solution;
3. Align potential projects with agency needs and priorities;
4. Provide project recommendations to senior leaders; and
5. Implement approved BAP solutions.

EPA is retiring Lotus Notes applications, emails, and web forms by the end of the calendar year. As part of the effort, Lotus Notes forms are being migrated to different platforms based on organizational needs and plans of the form owners. Some owners have migrated forms to the [Business Automation Platform](#) while others are transitioning their forms to SharePoint or FormSmart. In some cases, owners have discontinued the use of a form.

If you have a project that you'd like to submit to the BAP, contact [BAP-Request@epa.gov](mailto:BAP-Request@epa.gov) or visit the [Business Automation Platform](#) page

### **Thanks to EMS: No kidding, these goats are great for overgrowth**

In an effort to transform its property into a more attractive habitat for pollinators, the Office of Research and Development's Atlanti



in Narragansett, RI, was looking for a way to thin overgrown areas. Working through their [environmental management system \(EMS\)](#), they evaluated different options, assessed the environmental impacts associated with each one, and selected an approach that advanced multiple goals at once.

During the summers of 2016 and 2017, the AED invited goats from a local micro-farm to munch their way through the facility's overgrown areas, removing poison ivy and other noxious plants, protecting pollinator habitat from invasive species, creating space for new pollinators, and clearing vegetation for ground-nesting pollinators. By using goats rather than conventional gas-powered machinery, EPA was able to avoid releasing emissions into the environment or applying herbicides.

Having an EMS helped facility representatives "see the whole picture" and ensure that they were thinking about all aspects of the plan. Learn more about how EMSs are helping EPA facilities improve their efficiency and reduce the agency's environmental footprint by visiting the [Environmental Management System intranet site](#).

## Key Dates



Click on each event below to get more details.  
Click on the "Add to Calendar" button to add an event to your Outlook calendar.  
If you see a log-in screen, please click on your EPA email, or if prompted, enter your email and network password.

### Happening this week:

Coming soon:

- Nov. 28: [CFC Giving Tuesday](#) [ADD TO CALENDAR](#)
- Nov. 28: [Bloomberg BNA Training: Environment & Energy Report](#) [ADD TO CALENDAR](#)
- Nov. 28: [W3C WCAG 2.0 Resources](#) [ADD TO CALENDAR](#)
- Dec. 5: [CFC International Volunteer Day](#) [ADD TO CALENDAR](#)
- Dec. 7: [Lean Overview](#) [ADD TO CALENDAR](#)

## Video Spotlight

### [How to Build a Firewood Storage Shed](#)

This video demonstrates how to build a firewood store and dry firewood. It's simple to build, using mitered corners or joints. The shed holds about 1000 feet by 4 feet by 8 feet. The cost of materials for the shed is about \$100 and it takes two people about 5 hours to build. Learn more about the [Wise program](#) on their site.



Total time: 5:44

## Health & Wellness

### Prevent slips, trips, and falls this winter

## IT Corner

### Think you can take on the OneDrive challenge?

EPA's Office 365 Customer Adoption Team is launching a series of challenges aimed at helping you begin using OneDrive, if you haven't already.



OneDrive is a personal document library where you can store and share files. The series of three challenges will help walk you through setting up your EPA-issued computer, moving files from your Desktop folder to OneDrive, and sharing a document from OneDrive.

- [Challenge 1: Sync Challenge](#) (Nov. 27-Dec. 3)

Based on data reported by EPA employees, slips, trips, and falls make up

- [Challenge 2: Desktop to OneDrive Challenge](#)
- [Challenge 3: Share Challenge \(Dec. 11-15\)](#)

Completing each challenge will enter you in a raffle. You will receive bragging rights and an award from the friendly Adoption Team.

Be sure to also watch the [Top 5 Reasons to Use OneDrive](#) new [OneDrive intranet page](#).

the number one category of work-related injuries and illnesses at the agency.

During the winter, icy and snowy weather can create additional hazards. Consider these tips to prevent slips, trips, and falls at work:

- Wear sturdy footwear appropriate for the weather.
- Clean up office clutter and properly store computer cords.
- Report spills and water or ice tracked into walkways right away.
- Pay attention while walking and avoid multitasking (e.g., using cellphones).

If you suffer an injury or illness at work, report it to your supervisor and the program manager for the Safety, Health and Environmental Management Program, or call the EPA Injury and Illness Reporting Hotline at (877) 301-SAFE (7233). For more information, visit the Physical Hazards in the Office intranet site.

We would love to hear your feedback about this newsletter. Please contact us at: [internalcomms@epa.gov](mailto:internalcomms@epa.gov) | <http://intranet.epa.gov/internalcomms>  
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